

Knowledge, Skills, and Abilities ...oh my!

Understanding what you need to know in order to be successful on the job is of concern to both employers and workers. Fortunately, the U. S. Department of Labor (DOL) has extensive information about the skills and characteristics you can develop, and the information is distributed in multiple ways. To follow are brief descriptions of "Knowledge," "Skills" and "Abilities" – as well as selected other worker characteristics – as defined by the DOL.

The O*NET Content Model

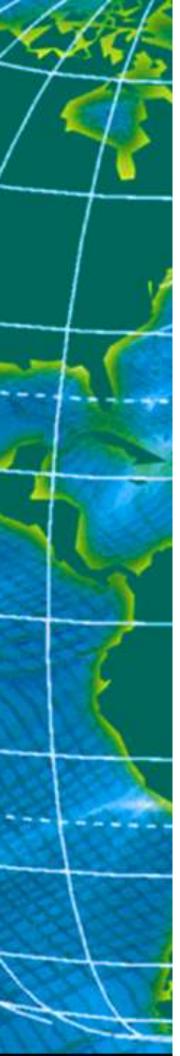


The <u>O*NET Content Model</u> organizes descriptors of occupations into six major domains to help you understand "Worker-oriented" and "Job-oriented" characteristics.

Knowledge

Organized sets of principles and facts applying in general domains:

- Business and Management (e.g., Clerical Knowledge of business and clerical procedures and systems such as word processing, managing files and records ...)
- **Manufacturing and Production** (e.g., Food Production Knowledge of techniques and equipment for planting, growing and harvesting ...)
- Engineering and Technology (e.g., Design Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.)
- Mathematics and Science (e.g., Psychology Knowledge of human behavior and performance; individual differences in ...)
- **Health Services** (e.g., Medicine and Dentistry Knowledge of the information and techniques needed to diagnose and treat ...)
- **Education and Training** (e.g., Knowledge of principles and methods for curriculum and training design ...)



- **Arts and Humanities** (e.g., Fine Arts Knowledge of the theory and techniques required to compose, produce, and perform ...)
- Law and Public Safety (e.g., Law and Government Knowledge of laws, legal codes, court procedures, precedents ...)
- Communications (e.g., Telecommunications Knowledge of transmission, broadcasting, switching ...)
- **Transportation** (e.g., Knowledge of principles and methods for moving people or goods by air, rail, sea or road ...)

Basic Skills

Developed capacities that facilitate learning or the rapid acquisition of knowledge.

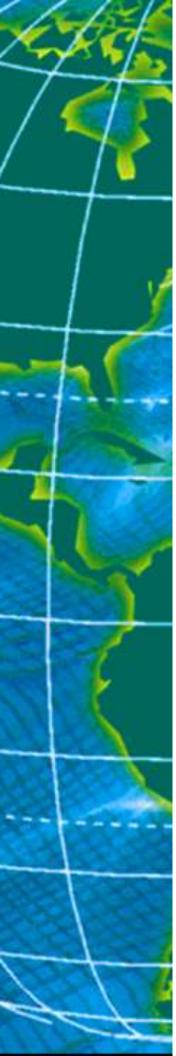
- **Content** Background structures needed to work with and acquire more specific skills in a variety of different domains.
 - Reading Comprehension
 - Active Listening
 - Writing
 - Speaking
 - Mathematics
 - Science
- Process Procedures that contribute to the more rapid acquisition of knowledge and skill across a variety of domains.
 - Critical Thinking
 - Active Learning
 - Learning Strategies
 - Monitoring

Cross-Functional Skills

Developed capacities that facilitate performance of activities that occur across jobs.

- Social Skills
 - Social Perceptiveness
 - Coordination
 - Persuasion
 - Negotiation
 - Instructing
 - Service Orientation
- Complex Problem Solving Skills
- Technical Skills
 - Operations Analysis
 - o Technology Design
 - Equipment Selection
 - Installation
 - Programming





- Operation Monitoring
- Operation and Control
- Equipment Maintenance
- Troubleshooting
- Rapairing
- Quality Control Analysis
- Systems Skills
 - Judgment and Decision Making
 - Systems Analysis
 - Systems Evaluation
- Resource Management Skills
 - Time Management
 - Management of Financial Resources
 - Management of Material Resources
 - Management o Personnel Resources

Abilities

Enduring attributes of the individual that influence performance.

- Cognitive Abilities
 - Verbal Abilities (Oral and written comprehension; oral and written expression.)
 - o **Idea Generation and Reasoning** (e.g., fluency of ideas, deductive reasoning.)
 - o **Quantitative Abilities** (e.g., mathematical reasoning, number facility)
 - Memory
 - Perceptual Abilities
 - Spatial Abilities
 - Attentiveness
- Psychomotor Abilities
 - Fine Manipulative Abilities
 - Control Movement Abilities
 - Reaction Time and Speed Abilities
- Physical Abilities
 - Physical Strength Abilities
 - Endurance
 - Flexibility, Balance, and Coordination
- Sensory Abilities
 - Visual Abilities
 - Auditory and Speech Abilities

If you're considering various occupations and want to know how your current abilities and skills apply, and what knowledge and skills you have yet to develop, check out <u>UtahFutures</u>.

